

Geo. C. McGibbon

July 12, 1892



By-Laws

— OF —

ARKONA LODGE!

A. F. & A. M., NO. 307

ARKONA,



ONTARIO.

FOREST, ONT.

PRINTED AT THE FREE PRESS PRINTING HOUSE

1892



R 8167,340

BY-LAWS

—OF—

ARKONA ✦ LODGE,

A. F. & A. M., No. 307., G. R. C.

PREAMBLE.

Order and regularity being essentially necessary for the preservation of that harmony which should characterize Free Masons, the brethren of Arkona Lodge, No. 307, on the Registry of the Grand Lodge of Ancient, Free and Accepted Masons of Canada, in the Province of Ontario, having repealed all former By-laws, do enact the following :

BY-LAWS.

No. I.

NAME.

This Lodge shall be known as Arkona Lodge, No. 307, G. R. C.

No. II.

DUTY TO GRAND LODGE.

This Lodge fully acknowledges the supremacy of the Grand Lodge of Ancient, Free and Accepted Masons of Canada, in the Province of Ontario, and will at all times pay respect and obedience to its laws, rules, orders and regulations.

No. III.

MEETINGS.

1 The Regular meeting of this Lodge shall be held on Thursday, on or before every full moon, and also on the festival of St. John the Evangelist, (or, should it fall on Sunday, then on the following day). The Lodge to open at seven o'clock p. m., during the months of October, November, December, January, February and March, and at eight o'clock p. m., during the remaining months of the year, at which every Brother is expected to attend clean and orderly ; and no new work shall be commenced at any meeting after ten o'clock p. m.

2 Emergency Meetings may be held, as provided by the book of constitution ; but should such a meeting be called for by a Brother for his own advancement, or at the request of a candidate or candidates for

initiating, passing or raising, he or they shall pay all the expenses of such meeting.

No. IV.

OFFICERS.

1 The Officers of the Lodge shall be the Worshipful Master, Senior and Junior Wardens, Chaplain, Treasurer, Secretary, Senior and Junior Deacons, Director of Ceremonies, two Stewards, Organist, Inner Guard, and Tyler.

2 Annually, at the regular meeting in December, the Worshipful Master, Senior and Junior Wardens, Chaplain, Treasurer and Secretary shall be elected by written ballot, and two Auditors and the Tyler by an open vote of the Lodge.

3 Annually, at the regular meeting on 27th Dec., the elected officers shall be appointed by the Worshipful Master, and with the elected officers, installed and invested, viz. : Senior and Junior Deacons, Director of Ceremonies, two Stewards, Organist and Inner Guard. Should the 27th fall on Sunday then the following day.

DUTIES OF OFFICERS.

No. v.

WORSHIPFUL MASTER.

That beyond the ancient charges, regulations and duties laid down by the Book of Constitution, the Worshipful Master shall be responsible for the safe keeping of the Warrant, Lodge Records, Books and

Papers, and, with the Wardens, hold all the furniture, jewels and other property of the Lodge in trust for its members. He shall sign all orders on the Treasurer, and be EX-OFFICIO a member of all committees.

NO. VI.

THE SENIOR WARDEN.

Beyond the regular duties appertaining to his office, the Senior Warden shall make and keep an inventory of the jewels, paraphernalia and furniture of the Lodge, and especially see to their safe keeping.

NO. VII.

THE JUNIOR WARDEN.

The Junior Warden, with the assistance of the Stewards, shall, under the authority of the Lodge, make the necessary arrangements for refreshments, and he shall be, EX-OFFICO, chief of the Stewards.

NO. VIII.

THE CHAPLAIN.

As the duties of the Chaplain speak for themselves, it is desirable that he be a Brother in holy orders, whose punctual and regular attendance can be regularly depended upon.

NO. IX.

THE TREASURER.

The Treasurer shall receive from the Secretary all moneys of the Lodge, giving his receipt therefor, and shall pay all orders signed by the Worshipful Master

and countersigned by the Secretary. He shall keep books in which his receipts and disbursements shall be regularly entered, so as to exhibit the balance in his hands at any time. He shall annually, within one week after the regular meeting in December submit his accounts and vouchers to the Auditors for examination, and transfer to his successor all moneys and other property of the Lodge in his possession.

No. x.

THE SECRETARY.

The Secretary shall keep a faithful record of the proceedings of the Lodge, preserve in order all papers and documents belonging thereto, keep a correct register of the members and their respective accounts with the Lodge, and an account showing the fees and dues received for and payable to the Grand Lodge, sign all authorized certificates and affix the Lodge seal thereto. He shall notify all members of the meetings, countersign all orders and charges of the Worshipful Master, prepare and deliver to him all returns required by the Grand Lodge, notify the members of every committee of their appointment and the nature of their duties, receive all money paid by members to the Lodge, and pay the same to the Treasurer within one week of the receipt thereof, and perform such other duties pertaining to his office as the Worshipful Master may require. He shall be exempt from all Lodge dues during the term of his office.

No. XI.

THE DEACONS.

The Deacons shall attend th Worshipful Master and Wardens in opening the lodge, and take such part in the ceremonies as the Worshipful Master may direct.

No. XII.

THE DIRECTOR OF CEREMONIES.

The Director of Ceremonies shall see that the Lodge room is properly prepared, that all brethren appear in the clothing prescribed in the Book of Constitution, and, to the best of his ability, see that every brother, when in the Lodge or at Refreshment, is stationed according to his rank. He shall act as Marshall on all public occasions.

No. XIII.

THE STEWARDS.

The Stewards, under the direction of the Senior Warden, shall attend to the safe keeping of the jewels, paraphernalia and furniture of the Lodge, and to the preparation of candidates, and, under the direction of the Junior Warden, assist in the arrangement of the refreshments. They shall assist at the introduction of distinguished visitors, under the direction of the Worshipful Master.

No. XIV.

THE ORGANIST.

The Organist shall conduct and preside over the

musical part of the ceremonies and perform such other duties as the Worshipful Master may direct.

XV.

THE INNER GUARD.

The Inner Guard shall attend all meetings punctually at the hour named in the summons, and, under the direction of the Worshipful Master or Junior Warden, guard the interior of the Lodge, and give directions to the Tyler.

No. XVI.

THE TYLER.

The Tyler shall attend punctually, and diligently watch the exterior of the Lodge; see that all candidates are properly prepared; that brethren register their names and are properly clothed; and, under the direction of the Senior Warden, see that the jewels are properly and safely kept; and perform such other duties as the Lodge may require of him. He shall receive such remuneration as the Lodge may direct, and be exempt from Lodge dues.

No. XVII.

COMMITTEES.

Annually, at the regular meeting in December the following shall be appointed by the Worshipful Master, viz : An Assistant Secretary, five members of the Committee of General Purposes, two representatives to the Masonic Hall Trust, and a representative to the Benevolent Board.

NO. XVIII.

THE ASSISTANT SECRETARY.

The Assistant Secretary shall, under the direction of the Secretary, aid him, and in his absence perform his duties.

NO. XIX.

THE COMMITTEE OF GENERAL PURPOSES.

The Committee of General Purposes shall consist of five members, who shall be appointed by the Worshipful Master on his installation. They shall examine all accounts, and, when found correct, recommend the same for payment. They shall have full power to inspect all books and papers relative to the accounts, give orders for any alterations required therein, and may summon the Treasurer, Secretary, or any other member of the Lodge having possession of any books or papers belonging to the Lodge, to attend the Committee. They shall meet monthly, or whenever summoned by the presiding officer. Three members shall form a quorum, and a report of their proceedings shall be presented in writing to the Lodge at its next regular meeting. The resolutions and transactions of the Committee shall be entered in its minute book, read before the Committee adjourns, and signed by the presiding officer and members present.

NO. XX.

REPRESENTATIVES TO THE MASONIC HALL TRUST.

It shall be the duty of the Trustees of this Lodge at the Masonic Hall Trust, to attend all meetings of that

Board as the representatives of the Lodge, obey all instructions given them by the Lodge, and perform such other duties as may devolve upon them under the provisions of the Masonic Hall agreement.

No. XXI.

REPRESENTATIVE TO THE BENEVOLENT BOARD.

It shall be the duty of the Representative to the Benevolent Board to attend all meetings of the said Board, and aid in dispensing relief in such manner as may be decided upon. He shall report to the Lodge at the regular meeting in December or at any time required by the Lodge.

No. XXII.

VISITING COMMITTEE.

The Worshipful Master shall, when required, appoint a committee of three brethren to visit the sick or distressed members of this Lodge, and the Worshipful Master may, on the recommendation of the said Committee, grant such relief as may be deemed advisable.

No. XXIII.

THE SCRUTINEERS.

1. On the occasion of an Election of Officers, the Worshipful Master shall appoint three Scrutineers of the ballot, who shall make a correct report to the Lodge of the result of each ballot, when the Worshipful Master shall declare the brother having a majority of the votes of all the members present at such election, duly elected.

2. Immediately after the election of an officer has been declared by the Worshipful Master, the used ballots for such election shall be destroyed.

NO. XXIV.

AUDITORS.

The Auditors shall, annually, on receipt of them from the Secretary and Treasurer, audit the books and accounts of the Lodge, and, at the regular meeting on St. John's Day, Dec. 27th, present a report in writing, of the receipts and expenditure, and assets and liabilities of the Lodge.

MEMBERSHIP.

XXV.

PETITIONS AND APPLICATIONS.

1. All petitions for initiation or affiliation shall, on being presented by two members of the Lodge, who are Master Masons in good standing, be read in open Lodge and referred to a Committee for their consideration, and, when reported upon favorably, a ballot shall be taken at the next regular meeting, and in all cases held not less than four weeks from the date of application.

2. No application for affiliation shall be received unless accompanied by the affiliation fee, and such applicant shall be considered a member on being accepted by ballot and upon having signed the by-laws.

3. The fee for a joining member shall be two dol-

lars, but should he require a Grand Lodge certificate, he must pay an additional sum of two dollars.

4. If a candidate does not come forward for initiation within six months after his acceptance, another petition and ballot shall be required.

NO. XXVI.

HONORARY MEMBERSHIP.

Any brother who has rendered important services to the craft in general, or this Lodge in particular, may, upon a three-fourths ballot, be elected an honorary member, such proposition being inserted in the notice calling the meeting at which the ballot will be taken, but should the Lodge desire to confer upon the brother all the rights and privileges of an ordinary member, then the ballot must be unanimous.

NO. XXVII.

COUNTRY MEMBERS.

Any member of this Lodge living at or removing to a greater distance than twenty miles from this Lodge, may, on stating his wish at a regular meeting of the Lodge, or by letter to the Secretary, be placed on the list of Country Members, at half dues.

XXVIII.

LIFE MEMBERSHIP.

1. Any member of this Lodge in good standing, on the payment of the sum of \$50 and all arrears of dues to the date of such payment, shall be thenceforward exempt from the payment of any further dues or fees,

but shall continue during life a member of the Lodge with full privileges.

2. Any member of this Lodge in good standing for any of the periods, and on payment of the sum set opposite each as hereunder, and all arrears of dues to date, shall be entitled to the privileges set forth in the preceding paragraph.

For not less than 5 consecutive years,	-	\$14	50
" " " " 10	" " - -	28	00
" " " " 15	" " - -	40	00
" " " " 20	" " - -	45	00

3. Life membership fees shall be invested in a special fund, the interest only of which may be applied to the expenses of the Lodge.

XXIX.

WITHDRAWAL.

Any brother desirous of resigning membership may notify the Secretary in writing, or signify the same personally at a regular meeting, and, if he require it, a certificate of standing shall be furnished him by the Secretary.

XXX.

THE BALLOT.

No person shall be made a Mason in, or admitted a member of this Lodge, if on the ballot two black balls appear against him.

XXXI.

FEES AND DUES.

1. The fee for initiation and registration in the Grand Lodge shall be \$23.00.

2. The fee for affiliation shall be \$2.00.

3. The fee for affiliation to a brother who formerly belonged to this Lodge shall be \$1.00.

4. The monthly dues for each city member shall be 25c.

5. The monthly dues for each country member shall be 25c.

6. The fee for conferring the degree of F. C. and (or) M. M. on an affiliated brother who has been initiated in a Lodge where the fee for initiation is less than \$23 shall be a sum equal to the difference between the sum already paid by him to his mother Lodge and the sum of \$23.00.

No. xxxii.

NON-PAYMENT OF DUES.

1. No member who is twelve months in arrears of Lodge dues shall be entitled to vote at the annual election of officers.

2. In case the dues of a member remain unpaid for eleven months, it shall be the duty of the Secretary of the Lodge to read out the name of such member in default, after which a special summons to appear at the next regular meeting of the Lodge to show cause why he should not be suspended, together with a statement of the amount of dues remaining unpaid, shall be sent to such member. Such summons shall

be deemed duly served if mailed to the last known address of such member. In case such member shall not, before such next regular meeting of the Lodge, have paid the amount of such dues, and no such excuse be offered as the Lodge may deem sufficient, the Master shall forthwith declare such brother suspended for non-payment of dues, and the Secretary shall notify the brother of such suspension.

3. The Lodge shall have the power to remit the whole or any portion of such arrears, or may suspend the operation of this by-law for a limited period, on the undertaking of any brother to become responsible for the payment of the brother's dues accruing during such period.

NO. XXXIII.

INVESTMENTS

1. It shall be the duty of the Master and Treasurer to invest in their joint names all sums received and not needed to meet current liabilities, whenever the same shall exceed the sum of \$100, in trust for the Lodge in Government securities, or municipal debentures, or debentures of loan and savings companies, or of such societies and companies in whose debentures trustees are by law allowed to invest ; but such securities may, when required, be converted into money and expended for the purposes of the Lodge.

2. The interest, dividends, or other income derived from all investments shall form part of the yearly revenue, and may be expended for ordinary Lodge purposes.

No. XXXIV.

EXPENDITURE.

No expenses, other than ordinary current ones, except as provided for in these by-laws, shall be incurred, unless by a vote of the Lodge previously obtained, nor shall any account be paid until it has been approved by the Committee of General Purposes and sanctioned by the Lodge.

XXXV.

FUNERALS.

Every deceased Master Mason, a member of this Lodge in good standing, may, if desired by himself or his friends, be interred with the formalities of the Order, and when in case of distress, the Lodge is called upon to defray the expenses of the funeral, the total expenses of the funeral, including mourning for the brethren, shall not exceed \$40

No. XXXVI.

SIGNING THE BY-LAWS.

These by-laws shall be written or inserted in a book, signed by the Worshipful Master and Secretary, and have the seal of the Lodge affixed. Every brother shall sign them as a declaration of his submission to them, and one copy shall be delivered to each member free of expense.

No. XXXVII.

ALTERATIONS OF BY-LAWS.

No alteration shall be made in these by-laws unless by a notice of motion, given at the regular meeting,

when the proposed alteration shall be duly entered in the minutes and inserted in the summons for the next regular meeting, when it shall come on for discussion, and on a resolution, regularly moved and seconded, being passed in favor thereof by two-thirds of the members present, it shall, as soon as it receives the sanction of the Grand Master, become law.

A brother violating any of the provisions of these by-laws, when not otherwise provided for shall be liable, after due trial, by a vote of the Lodge, to such punishment as is provided in the Book of Constitution.

Should any contingency arise, not provided for in these by-laws, the Lodge will be guided in its action by ancient Masonic usage and the Constitution of the Grand Lodge of Canada.

Read and adopted in open Lodge this 5th day of May, 1892.

FRANK HOOPER, Secretary.

ALEX. THOMAN, W. M.

SUBMITTED,

W. D. GRIGGS, D. D. G. M.

APPROVED, June 1st, 1892.

J. ROSS ROBERTSON, GRAND MASTER.

APPENDIX.

Order of Business.

The arrangement of business is at the discretion of the Worshipful Master, but for convenience of reference the following tabular order is prepared, and may be followed :

1. Reading and confirming of the minutes of last regular and subsequent emergency meetings.
2. Receiving Reports.
3. Balloting for Candidates.
4. Reading Correspondence, Petitions and Applications.
5. Passing Accounts.
6. Reading names of brethren twelve months in arrears.
7. Enquiry--Are any of the members ill or in distressed circumstances.
8. General Business?
9. Initiating, Passing and Raising.
10. Elections and Installations.

Rules of Order

1. No motion shall be open for discussion until moved and seconded and stated to the Lodge by the Master. The Master may require that any motion shall be submitted in writing.

2. All motions shall be decided by a majority of votes, unless otherwise provided. In case of a tie, the Master to have a second or casting vote.

3. The votes of the members shall be given by each holding out his right hand, and shall be counted by the Master or Deacons unless the numbers should be so unequal as to render counting unnecessary.

4. No brother shall speak twice on the same subject without permission of the Master, unless in explanation, or the mover in reply.

5. No visitor shall speak to any question without leave of the Master, nor shall he, on any occasion, be allowed to vote.

6. A brother desiring to speak or submit a motion shall rise and remain standing, and respectfully addressing the Master, shall confine his remarks to the question, and observe due order and decorum.

7. Whoever shall be so unmasonic as to hiss at a brother, or at what he has said, or to interrupt him, except to call him to order, shall be publicly reprimanded by the Master.

8. A motion to "lie on the table," to "postpone," or to "commit," may, at any time, be made.

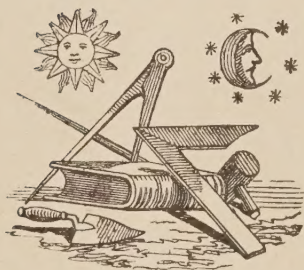
9. On a point of order being raised while a brother is speaking, or when called to order by the Master, he shall at once take his seat, when the point of order shall then be stated by the brother objecting; the Master shall decide thereupon without debate; when, after having been set right, the brother may proceed.

10. No amendment to a motion shall be in order after an amendment to an amendment, and no motion to amend shall be in order while two previous motions are under discussion, or undisposed of

11. If the Master indicate a desire to speak while a brother is on the floor, that brother shall immediately sit down that the Master may be heard.

12. All brethren shall observe the first call of the Master's gavel.

13. A motion that has been declared lost cannot be renewed at the same meeting of the Lodge.



Withdrawn April 92

